



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE ASSISTANT (TYPING)

San Francisco

DEPARTMENT OF INDUSTRIAL RELATIONS WORKERS' COMPENSATION APPEALS BOARD (WCAB)

Salary: Range A: \$2,073.00 - 2,520.00
Range B: \$2,248.00 - 2,733.00

Location: 455 Golden Gate Avenue, 9th Floor, San Francisco, CA 94102

Duties: Under general supervision of the Legal Support Supervisor I, the Office Assistant (Typing) performs a variety of general office work: sorts alphabetically and numerically, and files worksheets, case information cards, appellate briefs and correspondence; types correspondence and case information cards; enters by computer case updates and case status look-ups; performs reception work, including answering and directing calls for attorneys, commissioners, deputy commissioners, and the control unit, and directs walk-ins as appropriate; performs mail and document handling, including opening and stamping incoming mail and routing as directed; photocopies and purges files as directed; and performs other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Workers' Compensation Appeals Board (WCAB)
P. O. Box 420603
San Francisco, CA 94142
Attention: Evelena Allen, Legal Support Supervisor I
Telephone: (415) 703-4550

Applications accepted until January 18, 2007, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT – AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

12/28/06

06-007-WCAB
400-330-1379-007